



## Student/Staff Issued Laptop, End-of-Semester Return – Germ Exposure Prevention

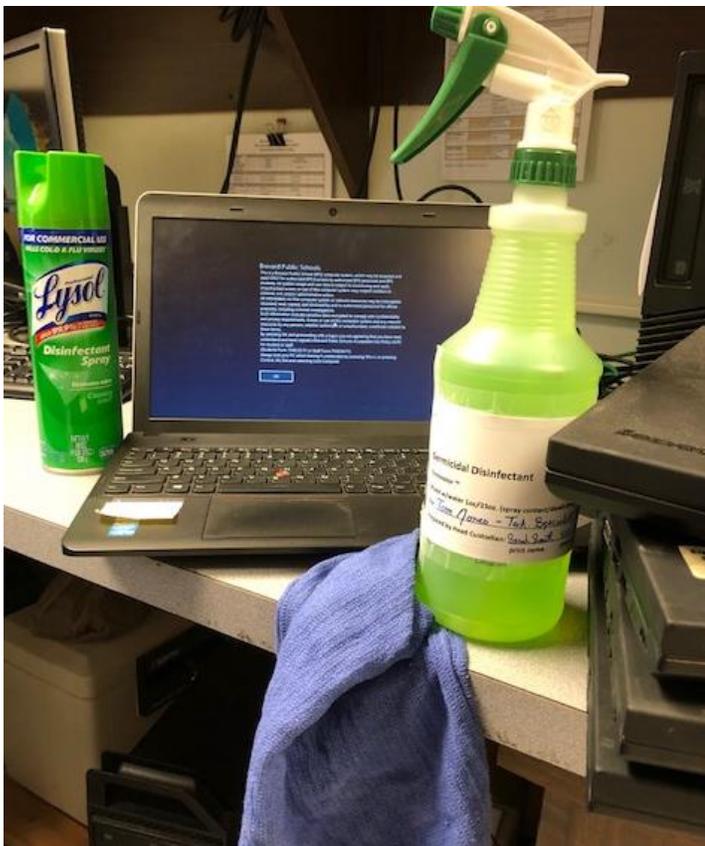
Consider the following as extra precautionary methods to prevent the spread of germs (including *Human Coronavirus*) by receiving and handing used electronic equipment:

### Preparation:

Prior to scheduled device return, send a message reminding borrowers to dry-wipe the laptop(s) (&/or other issued electronic equipment) as a means to remove any noticeable dust, debris and fingerprints.

Where feasible, establish a designated return kiosk and area (i.e. audio/video cart at school entrance or table in open space/ Media Center, etc.) as a practical means to meet with borrowers yet maintain social distancing (6' separation).

When feasible, allow returned devices to sit unused and untouched for a duration of time (i.e. 24-hours) as a means to allow natural degradation of any/all potential germs.



### Cleaning/Disinfection:

Look for, and if necessary, remove any bulk debris with the safe use of compressed air (i.e. aerosol can, bench-top compressor, whiskbroom, or snap-rag).

Apply cleaning/disinfectant products on all external touch-surfaces. Either use pre-packaged disinfectant products or school-site mixed cleaner/disinfectant (w/label defining: *EPA-registered germ disinfectant*). BPS-District standard cleaning/disinfectant products (*Buckeye Inc.: Terminator™ or Lemon-quat™*) are EPA-registered to kill Human Coronavirus (SARS & COVID-2).

School/site-based custodians can mix small batches of such products to be used by Technology Specialist and other Support Staff. Eye protection is necessary for the Custodial Staff when handling/mixing concentrated disinfectant products. Eye protection and gloves are not necessary for periodic/occasional use of pre-packaged or pre-mixed products.

To avoid damaging sensitive electronic components, consider indirectly applying such products by first placing the product on a clean cloth/rag, and then gently wiping all touch surfaces.

**Storage:** After cleaning/disinfecting each device, consider placing mild adhesive-tape with a symbol(s) to label and authenticate cleaned devices upon storage and/or placing back into service. This helps to distinguish sanitized devices.

**Cleaning and Disinfection for Community Facilities, website:** [CDC. COVID-19 Cleaning Protocol for Comm. Buildings](https://www.cdc.gov/eid/content/vol26/16/2616a.pdf)

### Excerpt

*'Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites (germ harboring objects).'*